



## GETTING STARTED WITH TUFTS VIRTUAL PRIVATE NETWORK VIA THE WORLD WIDE WEB



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## Tufts University's WebVPN

Tufts' WebVPN, short for *web-based virtual private network*, is a service that allows Tufts faculty and staff to securely access Tufts' Local Area Network (LAN) from any computer—anywhere—that has a connection to the Internet. This means that Tufts faculty and staff now have virtually unlimited access to their network drives. The addition of the WebVPN to UIT' suite of services extends our learning and working environment far beyond Medford, Grafton, and Boston to allow members of the Tufts community to be more productive at home, abroad, and every place in-between.

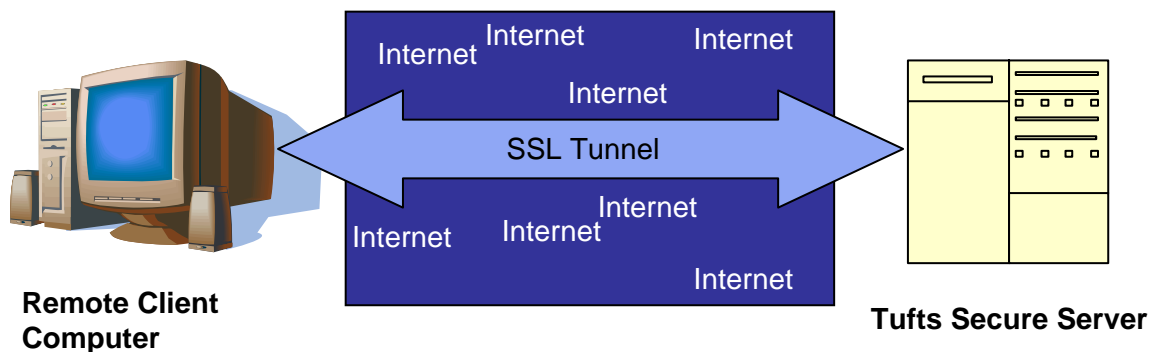
The WebVPN offers a host of useful features, but it is important to remember that there are times when using the WebVPN isn't necessary. These include sessions when you simply wish to surf the web for non-sensitive information or when you are computing within the Tufts domain.

## The WebVPN Protects the Security of Your Data

Tufts WebVPN is a SSL, Secure Sockets Layer, based product that does not require the installation of software on the client desktop to work. SSL operates by using a key to encrypt data as it travels through cyberspace. By using the SSL protocol, Tufts is able to ensure the security of the data transmitted via our WebVPN.

Conventionally, URLs that require a SSL start with *https*, instead of *http*. In addition to the WebVPN, SSL is also used on numerous other web sites throughout the Tufts environment, including IMP Webmail. If you haven't noticed before, the URL for Tufts' Webmail site is <https://webmail.tufts.edu>.

Although SSL was first developed by Netscape, it is fully supported by both Mozilla and Internet Explorer.



## What Do I Need To Use Tufts' WebVPN?

Faculty and staff who wish to use Tufts' VPN must have:

1. A valid UTLN (Universal Tufts Login Name, e.g. jsmith01)
2. A Windows domain account
3. A connection to the Internet from the computer they are using to access the WebVPN.

***Note:** Although it is possible to use a dial-up connection to access the VPN, users will receive significantly better performance if they use DSL or Cable.*

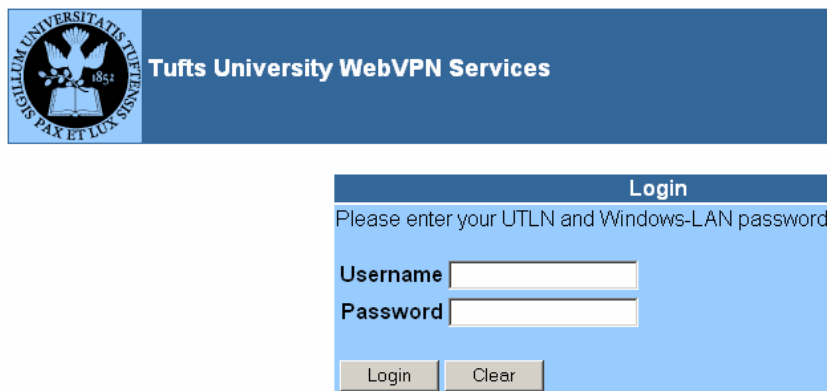
## How Do I Access Tufts' WebVPN?

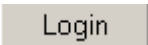
- **Type** the following **URL** into the **address bar** of your browser:

<https://webvpn.tufts.edu>

*UIT recommends using one of the University's supported browsers, Firefox 1.x or Internet Explorer 6.x.*

- Press **Enter** on the keyboard. *The following screen will be displayed.*




- Click in the **Username** box and enter your **Universal Tufts Log-in Name**. *For example, jsmith01.*
- Click in the **Password Box** and **type your Network Password**.
- Click .

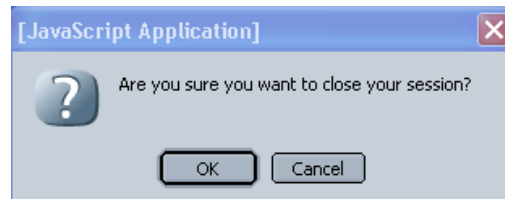
**Note:** *Both fields are case sensitive.*

## Logging Out

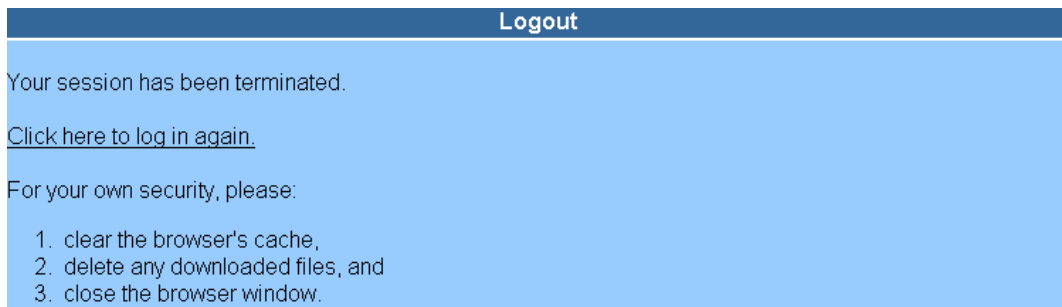
When using the Tufts University WebVPN from a remote location, it is extremely important to remember to logout when you complete your work or leave the computer for even a brief period of time. Doing so ensures that no unauthorized individuals can gain access to private data.

There are two ways to log out:

1. Click the Close icon  on the WebVPN toolbar. *A message confirming that you wish to logout will be displayed.*



2. **Click OK.** *A screen will be displayed that confirms you have logged out and offers you the ability to log back in.*



**OR**

1. Close the browser you are using to access the WebVPN.

Either method is acceptable, but simply closing the browser will not confirm the termination of your session or offer you a link to log back in. After logging out, we strongly suggest that you do the following:

- Clear the browser's cache
- Delete any downloaded files from the local drive of the computer on which you are working
- Close the browser window, if you have not done so already

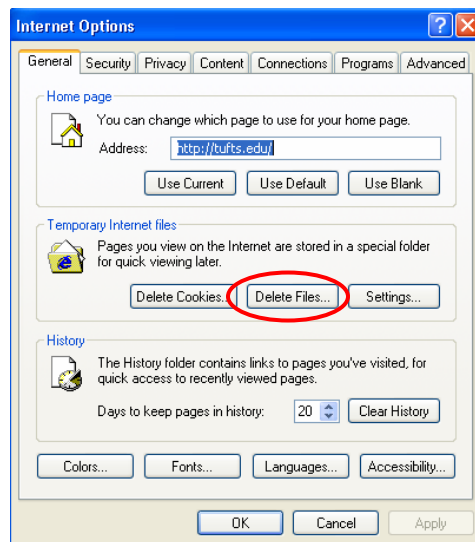


## Clearing Your Browser's Cache

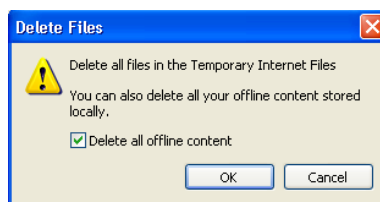
When you surf the web, your browser creates a memory cache of the locations you visit. Memory caching is an effective way for your computer to increase the speed with which it delivers information to you. Since most programs access the same data over and over again, keeping it stored temporarily using SRAM eliminates the time it would take to access the data using the web. Clearing the cache is most important when you are working remotely from a public computer, such as a system in a library or cyber café. It is, however, good practice to do so at home as well. Not only will it improve the security of your computer, but keeping your cache clean will also increase the speed with which you can view data.

### Internet Explorer 6.x

1. From the **Internet Explorer Menu bar**, choose **Tools: Internet Options**. *The Internet Options dialog box is displayed.*

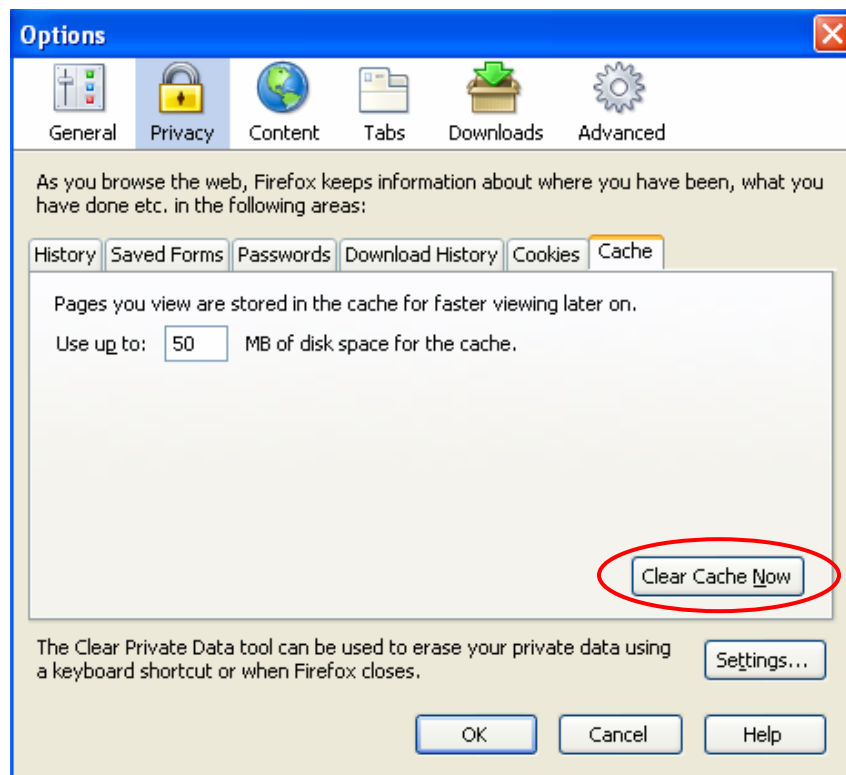


2. From the **General tab**, click **Delete Files**. *The delete files dialog box appears.*
3. **Check** the box that allows you to **delete all offline content**, and then click **OK**. The deletion process begins. Be prepared for it to take a few minutes, particularly if it's a public computer and the cache is not cleared often.



## Firefox 1.x

1. From the **Firefox Menu bar**, choose **Tools: Options**. *The Options dialog box appears.*
2. **Make sure that the Privacy tab is selected..**

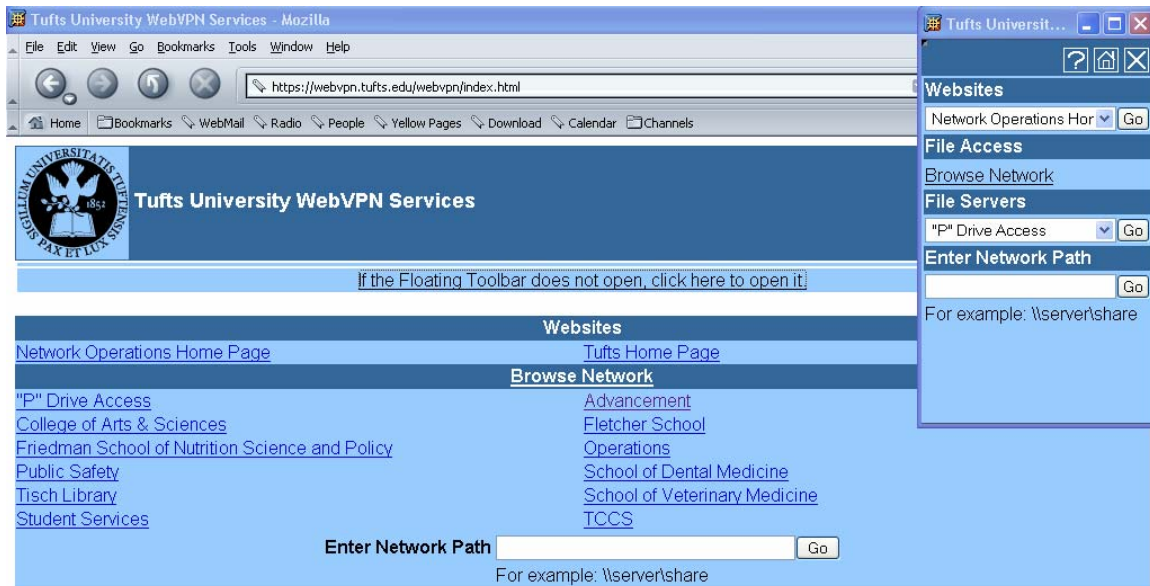


3. To clear the memory cache immediately, **click Clear Cache Now**. *The cache is cleared.*

*Note: Clearing the cache does help ensure the security of Tufts data. Keep in mind, however, if someone really wants to access the information you erased, deleting content from a PC does not ensure that it cannot be recovered. It's particularly important to remember this when viewing or downloading sensitive data in a public place.*

## Elements of the Tufts VPN Website

If your browser has *Pop-ups*\* enabled, your screen will look similar to this:



\* Many of the latest versions of popular browsers come with a pop-up blocker option. This is a useful feature that prevents unsolicited pop-up advertisements from appearing as you surf the web. In the case of Tufts' WebVPN, however, a pop-up blocker will prevent the *Floating Toolbar*, a potentially useful feature of the system, from being immediately displayed.

If you wish to leave the pop-up blocker enabled in your browser and still wish to view the Floating Toolbar upon logging into the VPN, simply click the following link located at the top of the VPN webpage:





[If the Floating Toolbar does not open, click here to open it.](#)

## The Static Toolbar



The WebVPN Static Toolbar is available on each page accessed through the WebVPN. It contains quick links that allow access to several popular features.

### Button Function

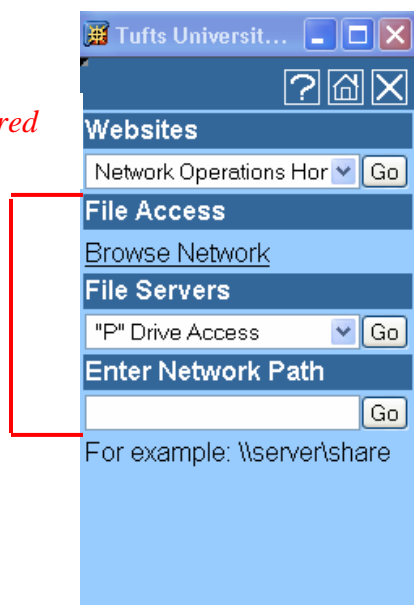
- |   |  |
|---|--|
|  | Opens the WebVPN help page   |
|  | Opens the Floating Toolbar   |
|  | Brings the WebVPN user back to the Tufts University WebVPN Services page |
|  | Logs the user out of the Tufts University WebVPN                         |

## The Floating Toolbar

The floating toolbar lets WebVPN users browse to file locations and choose pre-configured web connections without interfering with the main browser window.

- *Access to pre-configured web connections*

- *Access to Tufts network drives*



# Network Drive Access

## P Drive Access

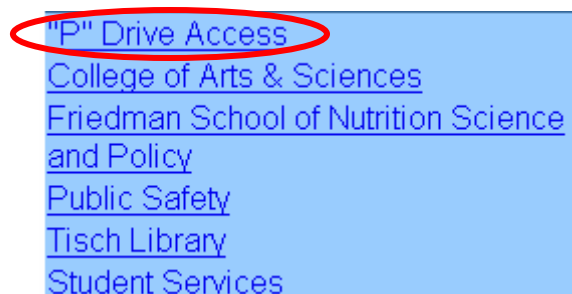
Many members of Tufts' faculty and staff have been allocated space by their departments to store data on a Personal Network Drive (P drive). Storing data on a P drive offers users several benefits including nightly backups, additional storage space for documents that do not need to be shared, and strong security features. With the implementation of the WebVPN, the P drive now offers an additional benefit, the ability to access your P drive documents from any computer connected to the internet.

The P drive is appropriate for work-related, personal productivity storage. This storage is used by and accessed by one individual and thus should not contain files that need to be shared. The P drive, like one's email storage, is considered generally private, and thus support staff and systems administrators should only examine this storage with the user's permission, or when University policy permits access.

The P: drive is not an appropriate location for file backups, image stores, or other file copies. Instead, solutions like CD-ROMs or removable media should be explored for file recovery.

UIT has made logging into your P drive as simple as logging into Tufts' WebVPN. When you log into the WebVPN, it automatically authenticates your user name and password to display your P drive information.

1. To access your P drive data, simply click the P-drive link on the WebVPN homepage.



The following screen will be displayed:

Tufts University WebVPN Services

Browse Network

Enter Network Path  Go

For example: \\server\share

[Back to Domains/Workgroups](#)

Server: titan

Shares

jsmith01	
----------	--

2. Click the **link displaying your UTLN**. The folders stored on your P drive are displayed.

Your screen should look similar to this:

To view a file or save it locally, click the filename.

Up Folder Copy File to Server New Folder Delete Rename

Click to change path: \\titan\dirish01\

	Name	Size	Type	Date Modified
Folder	Adobe		Folder	05/21/2002 11:40:29 AM
Folder	Class File		Folder	05/21/2002 11:39:58 AM
Folder	Doing More with Project-Multiple Projects Class File		Folder	05/21/2002 11:40:00 AM
Folder	Excel Class Open_files		Folder	05/21/2002 11:40:04 AM
Folder	Managing Multiple Project Class File		Folder	05/21/2002 11:40:08 AM
Folder	My eBooks		Folder	05/21/2002 11:40:11 AM
Folder	My Pictures		Folder	05/17/2003 08:59:26 AM
Folder	web		Folder	08/27/2003 02:06:51 PM
Folder	streaming-media		Folder	08/27/2003 02:06:51 PM
Folder	LDMSClient.pkg		Folder	02/16/2004 03:34:07 PM
File	GLB.ppt	436 KB	File	08/02/2004 12:32:23 PM
File	020Irish.doc	65 KB	File	07/13/2001 04:57:26 PM
File	1975.xls	16 KB	File	09/26/2000 01:46:22 PM

## Shared Drive Access

Group or Departmental Network Storage should be used for shared departmental and project data. It is managed by local FSPs and/or systems administrators who configure it to meet local departmental needs. This storage should not contain personal subfolders that essentially replicate the P: drive. It should be used for those departmental applications, documentation, and project information that is common across the group.

The shared drive is not an appropriate location for file backups, image stores, or other file copies. Instead, solutions like CD-ROMs or removable media should be explored for file recovery.

Group/Departmental Network Storage is categorized by Organizational Unit and broken down into the following categories. Please note that some Organization Units' shared drives are not linked through the WebVPN.

- |   |                                 |
|---|---------------------------------|
| ▪ College of Arts and Sciences                  | ▪ Advancement                   |
| ▪ Friedman School of Nutrition Science & Policy | ▪ Fletcher School               |
| ▪ Public Safety                                 | ▪ Operations                    |
| ▪ Tisch Library                                 | ▪ School of Dental Medicine     |
| ▪ Student Services                              | ▪ School of Veterinary Medicine |
|   | ▪ UIT                           |

If available, access the files and folders on your department's shared drive by taking the following steps:

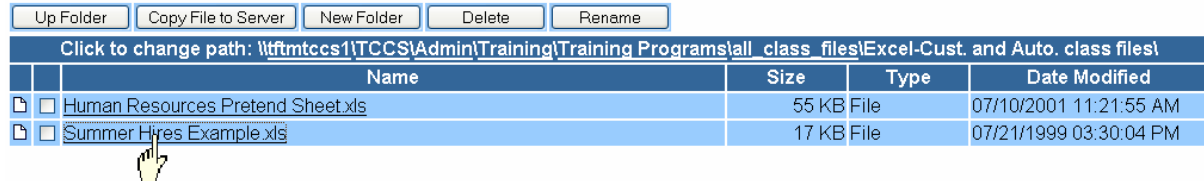
1. From the Tufts University WebVPN Services page, **click the hyperlink for your Organizational Unit.** *The files to which you have been given access are displayed.*

Browse Network	
<a href="#">"P" Drive Access</a>	<a href="#">Advancement</a>
<a href="#">College of Arts &amp; Sciences</a>	<a href="#">Fletcher School</a>
<a href="#">Friedman School of Nutrition Science and Policy</a>	<a href="#">Operations</a>
<a href="#">Public Safety</a>	<a href="#">School of Dental Medicine</a>
<a href="#">Tisch Library</a>	<a href="#">School of Veterinary Medicine</a>
<a href="#">Student Services</a>	<a href="#">UIT</a>

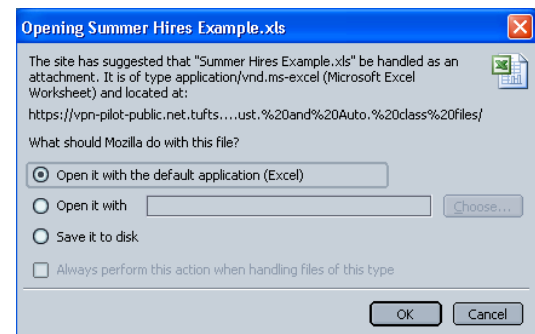
2. Continue to **drill through the folders and files until you arrive at the file you desire.**



3. Click the link for the file you desire. A dialog box allowing you to save or open the file appears.

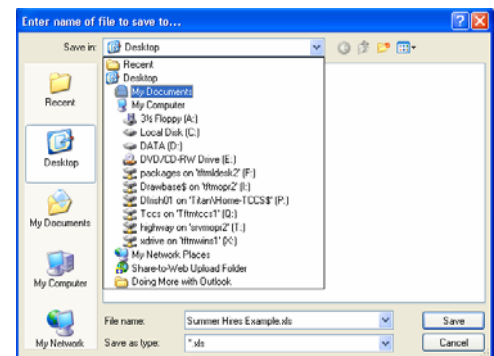
To view a file or save it locally, click the filename.



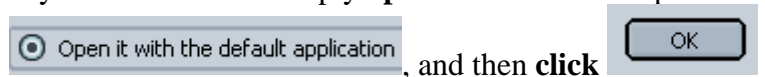
## Opening or Saving a Network File Using the WebVPN



- If you wish to **save the file to the local drive** of the computer on which you are working, select , click , and navigate to the location in which you wish to save the file.



If you would like to simply **open the file** with the possibility to save it later, select

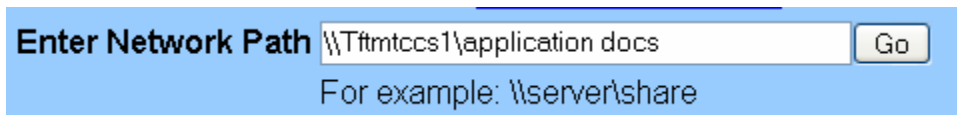




## Accessing Other Network Locations

As a member of the Tufts community, you may also have access to LAN locations beyond the standard network drives. The WebVPN also provides the ability to access these restricted locations from computers outside the Tufts domain. If you know the absolute path, you can access a share or server.

1. From the Tufts University WebVPN Services page, **type the path of the network location you wish to access**, and then **click Go**. *All folders and files associated with that location will be displayed.*

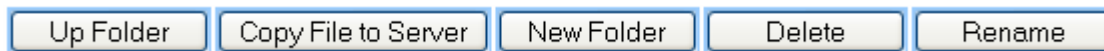


Enter Network Path

For example: \\server\share

When entering an absolute path to a folder within a share, **note that the folder name is case sensitive**. Entering the wrong case will result in the folder being inaccessible. For example, if TrainingGroup is a sub-folder within the application docs share, the absolute path to this folder in the Network Path entry field must be: \\Tftmtccs1\application docs\TrainingGroup.

## Information Management



Tufts WebVPN users will find that they can manage their files and folders using the WebVPN in much the same way they manage them in a Windows environment.

### Information Hierarchy



By clicking this button, you will be brought up one level in Folder hierarchy.

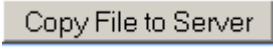
## Copying a File from the Local Drive to the Server

Copy File to Server

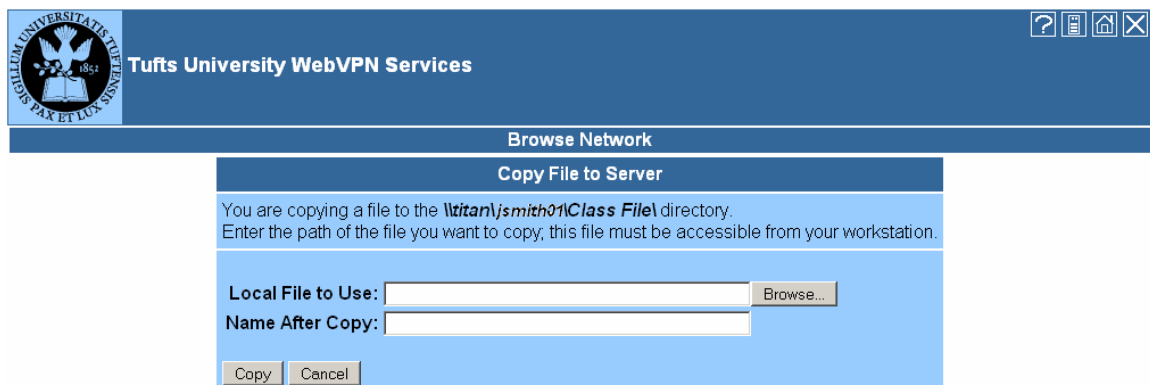
This button allows the WebVPN user to copy a file from the local drive of the computer she is working on to a folder on her network drive. To do this, take the following steps:

1. Click the file link on the network drive where you wish to copy the folder. In this case, we'll select "Class File." *The class file folder opens.*

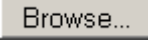
	Name	Size	Type	Date Modified
	Adobe		Folder	05/21/2002 11:40:29 AM
	Class File		Folder	05/21/2002 11:39:58 AM
	Doimilore with Project-Multiple Projects Class File		Folder	05/21/2002 11:40:00 AM
	Excel Class Open_files		Folder	05/21/2002 11:40:04 AM

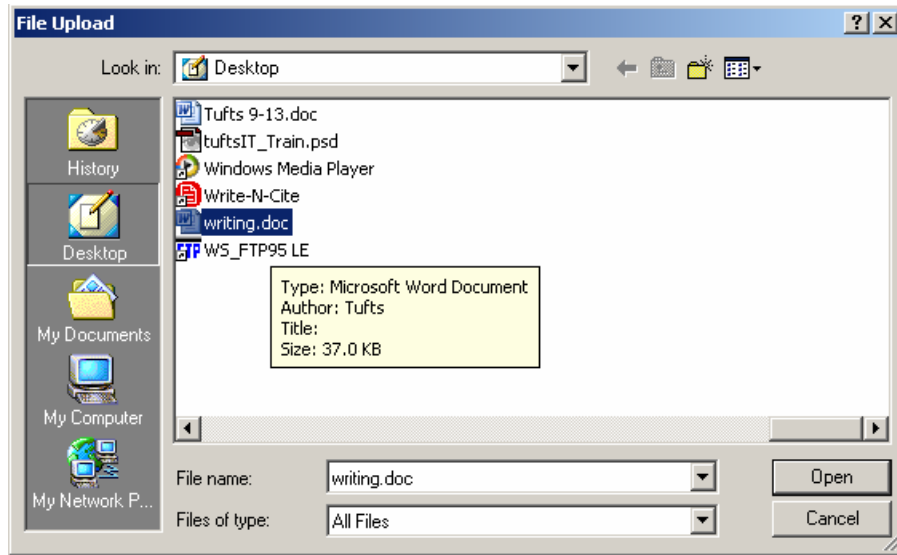
2. Click the  button. *The Copy File to Server page is displayed.*

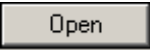
*Your screen should look similar to this:*



The screenshot shows the Tufts University WebVPN Services interface. At the top is the Tufts University logo and the text "Tufts University WebVPN Services". Below this is a "Browse Network" section. The main area is titled "Copy File to Server" and contains the following text: "You are copying a file to the \\titani\\jsmith01\\Class File\\ directory. Enter the path of the file you want to copy, this file must be accessible from your workstation." Below this text are two input fields: "Local File to Use:" and "Name After Copy:". The "Local File to Use:" field has a "Browse..." button next to it. At the bottom of the dialog are "Copy" and "Cancel" buttons.

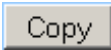
3. Click . *The File Upload page is displayed.*
4. **Select the file on your local drive** that you wish to upload to your Tufts network drive.



5. Click . The file is displayed in the Local File to Use box.
6. Click the **Name After Copy** box if you wish to change the name of the file when you upload it to your network drive. *This step isn't necessary if you want to keep the name of the file the same.*

When copying from a local drive to a network drive, there is no confirmation prompt when the file being copied might overwrite an existing file. You must ensure that the file being copied to the network drive does not already exist under the same name. If it does, the existing version will be replaced by the new version with the same name.

**Name After Copy:**


7. Click . The file is copied from the local drive to your network drive.

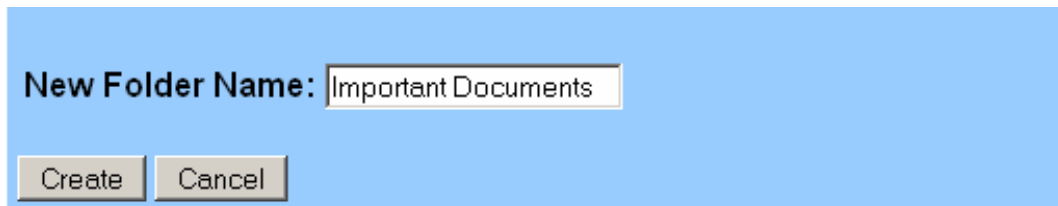
Up Folder Copy File to Server New Folder Delete Rename				
Click to change path: \\titan\dirish01\Class File				
	Name	Size	Type	Date Modified
	Page_files		Folder	05/21/2002 11:39:58 AM
	Top Ten Tiger Woods Pet Peeves_files		Folder	05/21/2002 11:39:58 AM
	Bullets.doc	19 KB	File	02/13/2001 02:05:46 PM
	Page.htm	19 KB	File	03/02/2001 03:21:21 PM
	Tables.doc	23 KB	File	02/13/2001 01:48:14 PM
	~WRL3729.tmp	109 KB	File	02/08/2001 03:42:49 PM
	Boston Consortium Trainers Group Meeting.doc	108 KB	File	02/08/2001 03:57:34 PM
	Excel Class Open.ppt	118 KB	File	02/08/2001 03:57:51 PM
	Flintstones.xls	16 KB	File	02/08/2001 02:59:59 PM
	Red Sox Sales Figures.xls	16 KB	File	03/02/2001 11:43:56 AM
	Top Ten Tiger Woods Pet Peeves.htm	6574 Bytes	File	02/22/2001 05:18:19 PM
	Women's Basketball Statistics.xls	14 KB	File	02/23/2001 01:02:49 PM
	Writing is Fun	37 KB	File	09/23/2004 11:40:43 AM

## Creating a New Folder








The New Folder button allows the WebVPN user to create a folder on his network drive from a remote location.

1. **Select the Folder** on your network drive inside which you wish to create the new folder.
2. **Click** . *The Browse Network/Create Folder web page is displayed.*
3. **Type** the **name** of the new folder in the **New Folder Name box**.

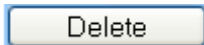
A light blue rectangular dialog box. At the top, it says "New Folder Name:" followed by a text input field containing "Important Documents". At the bottom, there are two buttons: "Create" and "Cancel".

New Folder Name:

4. **Click** . *The new folder is created.*

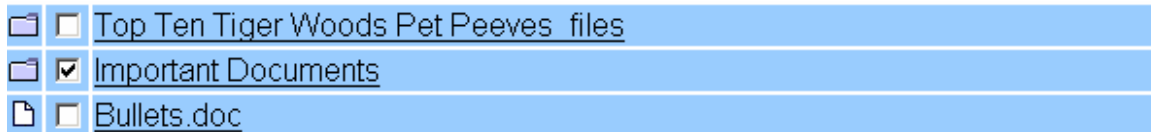
	Name	Size	Type	Date Modified
	Page_files		Folder	05/21/2002 11:39:58 AM
	Top_Ten_Tiger_Woods_Pet_Peeves_files		Folder	05/21/2002 11:39:58 AM
	Important Documents		Folder	09/23/2004 11:51:16 AM
	Bullets.doc	19 KB	File	02/13/2001 02:05:46 PM
	Page.htm	19 KB	File	03/02/2001 03:21:21 PM

## Deleting a File/Folder



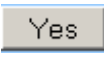
WebVPN users may also remotely delete folders on their network drives. To accomplish this:

1. **Click the check box** next to the network drive folder you wish to delete.

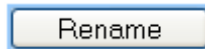


2. **Click** . *The following page will be displayed.*



3. **Click**  if you are comfortable with the selection. *The file is deleted from the network drive.*

## Renaming a File/Folder



There may be times when you wish to rename a file located on your network drive. To do this:

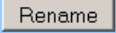

1. **Click the check box next to the file** you wish to rename.

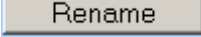
	<input type="checkbox"/>	Women's Basketball Statistics.xls	14 KB File
	<input checked="" type="checkbox"/>	Writing is Fun	37 KB File

2. **Click** . *The Rename File page appears.*

3. **Enter the new file name** in the **New Name** box.

Original Name	New Name
Writing is Fun	<input type="text" value="Fun with Writing"/>

4. **Click** . *The file is renamed.*

	<input type="checkbox"/>	Women's Basketball Statistics.xls	14 KB
	<input checked="" type="checkbox"/>	Fun with Writing	37 KB